



# Supervisor Training: Accounting Skills



## TRAINING OPTIONS:

Online - unaccredited  
Classroom – unaccredited

## WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

## Course Outline

### OVERVIEW

Learn about terms like depreciation, cash flow, balance sheet, and budgets.

### OUTCOMES

You will learn:

- Describe the art of finance and key financial terms & determine your role in company finances
- Find the rules and regulations for your area and industry
- Discuss various types of financial reports, including income statements, balance sheets, cash flow statements, and statements of retained earnings
- Explain how a chart of accounts is created & explain single-entry and double-entry bookkeeping
- Tell the difference between cash and accrual accounting & differentiate between debits and credits
- Identify and analyse important financial data, make financial decisions & read annual reports
- Determine whether a company is financially high or low risk & recognize different types of organizational financial plans & explain what budgets are and how to prepare them

### DURATION

9am – 11am (online) OR 9am – 2.30 pm (classroom)